



SERVICE ASSISTANT  
(MAINTENANCE) CALTRANS  
OPEN SPOT

ONE DAY FILE-IN-PERSON: JANUARY 26, 2006

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

OPEN SPOT FOR	DISTRICT 1 – EUREKA DISTRICT 5 – SAN LUIS OBISPO	DISTRICT 3 – MARYSVILLE DISTRICT 11 – SAN DIEGO	DISTRICT 4 – OAKLAND DISTRICT 12 – IRVINE
HOW TO APPLY	<p>Candidates may only establish eligibility in <u>one</u> location. Indicate the location for which you are applying directly under the examination title on your application.</p> <p>This is a one day file-in-person process only. Applicants <b>MUST APPEAR IN PERSON ON JANUARY 26, 2005, BETWEEN THE HOURS OF 8:00 A.M. TO 4:00 P.M.</b> at one of the locations indicated.</p> <p><b>APPLICANTS MUST APPEAR AND FILE A COMPLETED STANDARD STATE APPLICATION (STD 678) IN PERSON.</b> Applications filed by another person, by mail, by fax, by e-mail, or submitted prior to or after the one day file-in-person date and time will <u>not</u> be accepted for any reason. <b>APPLICANTS MUST PROVIDE PROOF OF IDENTIFICATION IN ORDER TO FILE THEIR APPLICATION.</b> Accepted forms of identification are (1) a signed photo identification card (i.e., driver license); or (2) two forms of signed identification. <b>THE EXAMINATION TITLE AND SPOT LOCATION <u>MUST</u> BE INDICATED ON THE APPLICATION.</b></p>		
FILE-IN-PERSON LOCATION(S)	<div><div>Department of Transportation -(D1) 656 Union Street Eureka, CA 95501</div><div>Department of Transportation -(D3) Sierra College Nevada County Campus in Grass Valley 250 Sierra College Drive Grass Valley, CA 95945</div><div>Department of Transportation) -(D4) 111 Grand Avenue Oakland, CA 94612</div><div>Department of Transportation -(D5) Cal Trans Maintenance Station 2201 South Thornburg Santa Maria, CA 93455</div></div> <div><div>Cal Trans Maintenance Station (D5) 850 Elvee Drive Salinas, CA 93901</div><div>Department of Transportation -(D11) Region II ( West) 7181 Opportunity Road San Diego, CA 92111</div><div>Department of Transportation -(D12) Orange Region Office 1808 North Batavia Street Orange, CA 92865</div></div> <p><b>FILE APPLICATIONS ONLY AT THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES.</b> Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet.</p>		
DRUG TESTING REQUIREMENT	<p>To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examinations for State civil service peace officer classes for 10 years from the date the test specimen was given.</p>		
REASONABLE ACCOMMODATION	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.</p>		
SALARY RANGE	\$2318 - \$2511		
WRITTEN TEST DATE	The written test is scheduled for April 1, 2006.		
REQUIRED IDENTIFICATION	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE:</b> All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p><b>NOTE:</b> All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications/resumes received without this information will be rejected.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>		

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM QUALIFICATIONS	<div>Either I</div> <div>Three months of experience as a trainee in maintenance work in a park, highway, building, or grounds setting in the California state service.</div> <div>Or II</div> <div>Three months experience as a corpsmember with the California Conservation Corps.</div> <div>Or III</div> <div>Successful completion of a formal training or work experience program in park, highway, building, or grounds maintenance. This work experience training program must have been in either: 1. A setting recognized or sponsored by the California State Department of Rehabilitation. or 2. A program such as those under the Career Opportunities Development (COD), or similar Federal, State or local programs.</div>
ADDITIONAL DESIRABLE QUALIFICATIONS	Possession of a valid Class A, B or C driver license.
SPECIAL PERSONAL CHARACTERISTICS	Willingness to conform to departmental uniform requirements; consciousness of safe work practices and potential hazards; physical strength and agility at a level required for successful job performance; enter and exit vehicles and riding power equipment; climb slopes and walk on uneven terrain.
POSITION DESCRIPTION	Under close supervision, to learn and to perform the less difficult gardening and maintenance duties in a park, highway, building, or grounds setting; to perform miscellaneous laboring work; and to do other related work. The class of Service Assistant (Maintenance), Caltrans, is designed to provide on-the-job experience for persons who have successfully completed a training program in grounds, highway, or building maintenance work. Experience in this class is qualifying for advancement to higher level classes in such areas as groundskeeping and highway or building maintenance work.
EXAMINATION INFORMATION	<div>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</div> <div>WRITTEN TEST – WEIGHTED 100%</div> <div>Scope:</div> <div>A. Knowledge of:</div> <div>1. Common hand tools and equipment used in routine maintenance and repair work.</div> <div>B. Ability to:</div> <div>1. Learn and perform park, highway, building or grounds maintenance work including the safe use and care of equipment and supplies.</div> <div>2. Follow oral, written and/or gestural directions; work courteously and cooperatively with others, utilize acceptable work habits and meet established production standards, perform basic arithmetic.</div> <div>3. Drive light vehicles.</div> <div>4. Understand mechanical relationships.</div>
ELIGIBLE LIST INFORMATION	An open spot eligible list will be established for the Department of Transportation in District(s) 1, 3, 4, 5, 11, and 12. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in open examinations.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, <b>VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</b>

**GENERAL INFORMATION**

**It is the candidate’s responsibility** to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4941, three business days prior to the written test date if he/she has not received his/her notice.

**Applications are available** at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at [www.dot.ca.gov/hq/jobs](http://www.dot.ca.gov/hq/jobs) on the Internet.

**If you meet the requirements**, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**The Department of Transportation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** **Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.**

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Veterans Preference:** California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*